Policy for Circulation/Hours of Operation/Borrowing Procedures

1. Circulation

* The library media center staff should have the media center ready for student use and circulation as soon as possible after the opening of school.
* The media center will remain open until the announced closing date. In May, the county will provide directions for closing the media center. Consideration should be given to meeting curriculum needs up to the closing of school.
* All members of the school community are encouraged to borrow materials from the school library media center.
* School librarians must impress upon borrowers their obligation for the careful and responsible use of all materials and equipment, and their financial responsibility for lost or damaged material or equipment.
* The limit on the number of books to be borrowed by each student will be based on the grade level of the student.
* A time period or quantity limit for print materials borrowed by teachers shall be at the discretion of the school librarian.

1. Hours of Operation

* All school library media centers will be open to students daily from the time school opens until the time of dismissal. School staff may use the facility before and after school as well as during the school day.
* When staffing permits, the school library media center should remain open during the lunch periods.
* Library media centers will open for use when the school year begins.
* Time will be provided near the end of the school year for closing down the media center. Tasks for closing down will include inventory, weeding, and storage of equipment.
* Any changes in the library media schedule will be announced in advance, giving staff and students sufficient time to plan accordingly.

1. Borrowing Procedures

Elementary Level

* Elementary students may check out two books. These books will be due one week from check out, with renewal privileges for one additional week.
* Magazines may be checked out for one week.
* Reference materials are for use in-school only.
* Overdue notices will be printed bi-weekly. Check-out privileges will be places on hold until overdue items are returned to the library.
* Should a book be damaged or lost, it is the student’s responsibility to pay the replacement cost for the item.

Middle/High Level

* Students may check out three books. These books will be due two weeks from check out, with renewal privileges for an additional two weeks.
* Magazines may be checked out for one week.
* Reference materials are primarily for use in-school, but can be checked out overnight at the discretion of the library media specialist.
* Overdue notices will be printed bi-weekly. Check-out privileges will be placed on hold until overdue items are returned to the library.
* Should a book be damaged or lost, it is the student’s responsibility to pay the replacement cost for the item.